Accessing the Recommendation Form

- 1. Navigate to Supporting Docs->PD Recommendations
- 2. The first tab will show the people who are currently applied that need recommendations and are requesting training in the specialty that is set on the PD Listing for you. The "FYGME 90 Day", "FYGME Year", "Residency" and "Fellowship" tabs will show the people finishing training that require a recommendation form. The "Completed" tabs shows the recommendation forms completed by you.
- 3. However, you can search for anybody by using the "Applicant is not in any list" tab. Click it, supply the SSN and click "Create".
- 4. Fill out the Recommendation Form
- 5. Be sure to click "Submit Recommendation" at the bottom of the form.

Pictures:



